Government of Canada | Gouvernement du Canada

Call-Up Against a Standing Offer for Temporary Help
Commande subséquente à une offre commande pour de l'aide temporaire

To: - A :	PST N° - N° de TPS	Contact - Personne-ressource	Tel. No - N° du Tél.	Fax. No. - N° de télécop.	Order No. N° de la demande
EXCEL HUMAN RESOURCES SUITE 300 102 BANK ST OTTAWA ON K1P 5N4 CANADA	As per standing offer Selon l'offre permanente	Latouche, Janie	613-946-9012		4500127240
	Standing offer No. - N° d'offre permanente: EN578-060502/172/ZT				Order date / Date de la demande: 01/29/2016

Vendor # - N° fournisseur	Contact Name - Nom du contact	Acc. # - N° comp.	Tel. No - N° du Tél.	Fax. No. - N° de télécop.	Date required - Demandé pour le
100970			819-956-1678	613) 230-1623	02/01/2016

Item No. Article n°	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext.Price Prix prévu
	Main Tasks will include: # Go through boxes of old GAPDA material (pre-May 2014) and separate the material into closed files and active files/boxes # Liaise with the records services to locate old GAPDA material # Insert GAPDA documents in relevant active folders # Organize the closed files in boxes # Send requests to record services to receive (incoming) old GAPDA material and send (outgoing) GAPDA material of active and closed boxes/files					

Approved by / Approuver par	Name of referral / Personne référée	Contact person / Personne contact	Classification / Classification	Clearance / Côte sécuritaire
Carole Millet	James Robertson	s.19(1)	Senior / Cleark, Records	Secret

Language requirements / Exigences linguistiques	Hours of work / Heures de travail	OverTime / Heures supplementaires	Reason call-ups / Motif	Period of Contract / Periode du contrat
Bilingual - French &	315 hours	N/A	When a public servant is absent for a temporary period of time	From: 02/01/2016 To: 03/31/2016

Delivery Address - Adresse de livraison	Invoicing address - Adresse de facturation	FOB - FAB	Amount - Montant / CAD
FAMILY, CHILDREN & YOUTH SECTION DEPARTMENT OF JUSTICE CANADA ATT: MATHEW LABELLE (613-957-2787) 360 ALBERT ST OTTAWA ON K1R 7X7	FAMILY, CHILDREN & YOUTH SECTION DEPARTMENT OF JUSTICE CANADA ATT: MATHEW LABELLE (613-957-2787) 360 ALBERT ST OTTAWA ON K1R 7X7	FOB Destination	4,558.05
		Terms of payment - Modalités de paiement: DD NET 30 DAYS	T. taxes - T. taxes / CAD: 592.55
			T. Amount - Montant T. / CAD: 5,150.60

Certified pursuant to subsection32(1) of *Financial Administration Act*
Certifié en vertu du paragraphe 32(1) de la *Loi sur la gestion des finances publiques*.

PE On file 10000199714

Signature | Date

Approved for the Minister | Approuvé pour le Ministre

Mélanie P.B. | 2016-01-29

Signature | Date

Canada


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Call-Up Against a Standing Offer for Temporary Help
Commande subséquente à une offre à commande pour de l'aide temporaire

Order No.
N° de la demande
4500127240

Item No. Article n°	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext.Price Prix prévu
	# Maintain an updated master list of all GAPDA material including disposition dates (based on approved retention period)					
00010	-Temporary Help - Records Management	HR	315.000	14.47		4,558.05
	Financial Codes / Codage financier — Amount / Montant					
	3601 -75020 - 15 -1100					
	==					
	The currency of this P.O. is - La devise de ce bon est : CAD					
	==					

Amount - Montant / CAD	4,558.05
T. taxes - T. taxes / CAD	592.55
T. Amount - Montant T. / CAD	5,150.60